



5200 Springfield Street, Suite 100
Riverside, OH 45431

Phone: 937-233-1801 Fax: 937-237-5965 www.riversideoh.gov

Waiver Application

PROJECT ADDRESS: _____ **Zoning District:** _____

Applicant _____
Address _____
City _____ State _____ Zip Code _____
Person to contact _____
Phone # _____
Email _____

Owner _____
Address _____
City _____ State _____ Zip Code _____
Person to contact _____
Phone # _____
Email _____

☐ Check if same as applicant information

Waiver Application Type

☐ **Major Waiver**
(Commission Review)

☐ **Minor Waiver**
(Administrative Review)

Applicants will be notified if there are issues with the application, and how to correct it. Approvals expire 1 (one) year from the date of approval. Multiple requests require separate applications and fee.

Read the statements below and sign to acknowledge agreement.

I hereby acknowledge that in review of this application, the City of Riverside may require the services of the City Engineer and/or the City Attorney to ensure that the requested item(s) for review of this application is compliant to the current zoning laws and policies of the City of Riverside. For any and all costs incurred in the review of this application, I acknowledge that the city of Riverside or any of the City's consultants listed above are my responsibility to reimburse. The City of Riverside shall submit to the development project owner/representative an invoice for the amount(s) necessary to be reimbursed for the development review performed by an outside consultant Per Section 137.01 of the Unified Development Code.

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate. Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above-mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.

Owner Signature: _____ **Date** _____

Applicant Signature: _____ **Date** _____

OFFICIAL USE ONLY

Permit No. _____

Intake Staff _____

Date: _____ SWPA: _____

☐ Approved _____ Date _____

☐ Denied _____ Date _____

Parcel ID _____

Waiver Justification:

In order to justify approval of any waiver staff and/or the Planning Commission considers the following criteria. Please answer all of the following questions. Use additional sheets if needed. **A response of yes, no, or N/A is not acceptable.**

- 1. Whether the waiver will have an adverse effect on adjacent property owners.**

- 2. Whether the extent of waiver of the regulation is the minimum necessary to afford relief.**

- 3. Whether the applicant can show that the regulation will cause a practical difficulty or strict application of the provisions of the regulations would deprive the applicant of the reasonable use of the land.**

- 4. Whether an alternative arrangement has been provided that will provide a comparable level of protection imposed by the original regulations or standard.**

- 5. Whether the applicant has incorporated other design measures that exceed the minimums of the requirement and compensate for non-compliance with the requirements to be waived (net beneficial effect).**

Please submit the completed application along with the following items:

Project application and description

- ☐ A copy of the current recorded deed
- ☐ Project Description (Overview of the proposed development including key elements)
- ☐ Waiver Justification Page (see page 2)

Development plan (please refer to the site plan requirements in Chapter 1105)

- ☐ A site plan on appropriate size paper to legibly convey the site plan requirements
- ☐ Vicinity map that shows the distance from the property to the nearest intersecting street
- ☐ An existing condition plan at a scale indicating existing topography, property boundaries, trees, structures, pavements, utilities, and the location of existing directly adjacent properties and their structures
- ☐ Digital Copy of all plan documents using SharePoint or other web-based collaborative sharing platform

Fee (Cash or check made payable to City of Riverside)

- ☐ Application fee according to the fee schedule below
 - a. **Residential**
 - Minor \$150.00
 - Major \$250.00
 - b. **Non-Residential**
 - Minor \$250.00
 - Major \$400.00

Sample Site Plan



FULL SITE ADDRESS

Scale: e.g. 1' = 10'

R-3 Residential District

Street Name

Street Name

VICINITY MAP
Not to Scale

